

## APPLICATION FOR RECORDS RETENTION SCHEDULE

DOFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

2. Person to Contact    Donald L. Moore   Senior Grants Administrator   656-2441		Attention: Scheduling :		
Department of Education   Office of Administratative Services   S1-385 — Application Number   Office of Administratative Services   Division   Department   Office of Administrative   Office of Administrative   Office of Administrative   Office of Administrator   Office of Administrator   Office of Administrator   Office of Office	FOR AGENCY USE			FOR RECORDS MANAGEMENT USE
Office of Administrative Services Fiscal Services Division Crants Management Section Donald L. Moore Donald L. Moore Senior Grants Administrator Senior Grants Grants Grants Grants Grants Activities Files Senior Grants	Арр	olication Date	Department of Education	
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a. State Law b. Statute of limitation years. c. Federal law years. d. Audit period years. e. Administrative need years. f. Federal retention instructions years. f. Federal retention instruction activity. Activity may not stop until simulation to the state fiscal year. Administrative need is explained by the fact most of the federal grants have 27 month period for using funds. Files need to confirm carry-over gnounts. Also State Audit Department is auditing and publishing audits for the prior two licenses. Calendar Year: Calendar Year: Fiscal Year: Other (See out off at the end of sach: year(s); then year(s); then year(s); then Transfer to State Records Center; hold years; then destroy.  * Federal grants: cut off at the end of state fiscal year; hold current files 1 year; transfer to State Archives for permanent retention.  Other (Specify)  * State grants: cut off at the end of the state fiscal year; hold current files 2 years; transfer to State Records Center; hold 4 years; then destroy.  * Federal grants: cut off at the end of the state fiscal year; hold current files 2 years;  These instructions apply to all prior and future accumulations of the series.  Agency Head/Designee (Signature)  Date  Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee			i. Does the reco							
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(If disapproved, attach letter of explanation.)  Secretary of State/Designee  Little Attorney General/Designee	Recon	nmend	ations in para-		<del>-</del>	State records Committee (Signature)	Date			
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Attorney General/Designee						Edward W.O.	2/2/07			
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AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.						
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE					
Application Date	Department of Education Services, Fiscal	Application Number					
	Grants Management Section	81-385					
Application Number	115 State Office Building	Date Received Date Completed					
	Atlanta, Georgia 30334	AUG 4 1981   AUG 1 7 1981					
	<u> </u>	<u> </u>					
2. Person to Contact	Working Title	Telephone Number					
Donald L. Moore	Senior Grants Administrator	656-2441					
3. Action Requested							
	Schedule; record will continue to accumulate.						
	ecumulation; no further accumulation anticipated.						
c. Amend Application 4. Dates of Series	No Check One: ☐ Change; ☐ Superce  5. Records Series Title (followed by title used in office; if d.						
Earliest Latest	5. Necords Series Fille (ronowed by title used in office, it di	interently					
FY 78 to date	Grants Activities Files						
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?					
,							
The Grants	Management Section was authorized in March	1981 as a section within					
	Services Division to perform this function						
	em plans, projects, or applications requir						
of funds an	d authorize the payments of grant funds ba	sed on these approvals.					
	•						
		•					
j .							
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):					
Documents relating to: ad educational	ministering state and federal grants to lo	cal school systems for					
	par posos:						
Included are: (a) Grant	award notices to individual school system	s, (b) approved projects,					
	s, contracts or letters of intent, (c) rec						
	d) requests for return of funds, and (e) o						
		·					
F11 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1 1 13 1 6 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1	bu state shout of					
	ologically by fiscal year in two sections,						
account ñum	nber and alphabetically by school system na	me.					
8. Monthly Reference Rate How often are records referred to which are:							
1	One to six months old 200; Seven to twelve months old 200; Thirteen to twenty-four months old 50;						
twenty-five months and older 10 ?							
9. Annual Rate of Accumulati	on of Kecords						
Letter-size drawers; Legal-size drawers; Shelves; Other (specify)							

(Over)

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YES	NO	10. Questionnaire			lumn)		
	х	a. Is this the official copy of the series?  If not, where is it?					
	x			ential information	requiring security t	nandling? If yes, cite law or regulat	tion.
	X	c. Is this a vital re					
	<u></u>	d. Does this series					· · ·
N/A	. 💉	documents be:	cheduled separ	ately?			tnese
$\longrightarrow$	_x_				ublished? If yes, a		-··
	x	g. Is the informat If yes, attach o		n this series ever a	nalyzed and/or reco	rded in a summarized report?	·
	x	h. Is there a dupli	cation of this s		e, or in another offices & Program Of		
	^ ×	If yes, where?				TICC TITCS	
	x X		-	a computer print			
11. F	Reten	tion Requirements			es the series to be ke	ept:	
_	. Can	te Law		years.	d. Audit p	ariad	years.
_		tute of limitation		years.			years.
	-	deral law		years.		retention instructions	years.
4	Attaci	n copy or excert of la	ws or regulatio	ns. Explain admir	nistrative need		
•			•			the Accounting Services S	Section
		and Program ma	anager's fi	les.		-	
i	r t.				i set.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
12. /	\ppro	ved Disposition Instr	uctions Th	s agency recomm	ends that the file ser	ies be cut off at the end of each: ,	
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		ld in the current files			-		
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		insfer to State Recor strov.	os Center; noio	уеа	r(s), trien		
		ansfer to State Archiv	ves for permane	nt retention.			
		her (Specify)					
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Agen	cy He	ad/Designee (Signa	ture)	: Date	Records Managem	ent Officer (Signature)	Date
		11	1:12	0/-/-	1	L. Baumgardner	0 2 91
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	17/8 mma	원 (/ ndations in para-	<u> </u>		State Reco	ords Committee (Signature)	Date
		re approved.	State Aud	igor/Designee	111	not hand	8-14-81
(If dia		oved, attach letter tion.)	v /H	State/Designee	Comme	00, The A	8-11-8
2.,,		· - <del>-</del>			1	-co yant	7 61
		D- 30	Attorney G	eneral/Designee	len	I flyget	18/4
AR-50	<i>)</i> -71;	Rev. 76		(F	leverse Side)		